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25 February 1965

MEMORANDUM FOR: Acting Director of Training

SUBJECT : DDS and DDP Staff Meetings, 24 February 1965

1. The DDS Staff Meeting covered the following topics:

b. Agency Retirement System

Echols reported that as of today the Agency is able to proceed with establishing the retirement system. The go-ahead has been received from the lawyers hired as consultants by the Director, the Bureau of the Budget, the Senate and House Committees. It will probably be another two weeks, however, before the Agency has formal written approval from the two Committees. As soon as this is received and the Director gives his approval, a Retirement Board will be established. The next step will then be to identify the participants. Rosters are now being prepared; they will probably be ready for distribution to the Career Services within two weeks. They will be made up of those in the Agency who are at least 50 years of age, have 20 years of government service, 10 years of which have been with the Agency and which have had "some apparent overseas service." The problem will be to identify those who do and who do not qualify. This may involve quite a bit of research as the records are often incomplete. Rosters will be acted upon first by the Career Services concerned, they will then report their findings and recommendations to the Retirement Board for review and submission of final recommendations to the Director of Personnel.

(1). On the subject of retirement, Colonel White commented that he wanted all Office Heads to give a good deal of thought to what they were going to do about cases that clearly qualified; he wanted them to think about those persons whom they may want to have retired as well as about those who may themselves want to retire. In discussing the Retirement System, Col. White referred to the five years of qualifying service as being five years of duty overseas (Echols had simply referred to this as "some apparent overseas service"). When questioned on this point Col. White stated that the qualifying service requirement would generally be interpreted to mean five years of overseas duty. He went on to state, however, that there would be exceptions to this rule (e.g., that it would be possible to qualify without any overseas service) but for the present he wanted them to proceed on the basis of five years of overseas service. When asked about the limitation of 400 who may be retired during the first five years, he stated that he didn't think it would be useful for Office Heads to concern themselves with that matter, at least for the present. He added that he would be pleased to see a large number of people who would voluntarily wish to be retired at this time.

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c. Suggestion Awards

Schols reported briefly on the Suggestion Awards Program. During the first half of FY 65, 51 suggestion awards had been adopted. This represented 30% of the total submitted. The average cash award was \$331.00. Altogether \$14,895 had been awarded. By far the largest portion of this sum had been awarded the DD/S&T, with DDS, DDI and DDP trailing as listed.

d. JOT Program

Col. White commented on the expansion of the JOT program. Two questions in connection with it had been raised. First, should the JOT Program be expanded? Second, could the Directorates accommodate the JOTs which had been recruited for them if they didn't have the necessary personnel ceiling? Col. White reported that these two matters had been submitted to the DCI for his decision. As a result, Col. White was now able to report that the Program will be expanded and, that when JOTs are ready for transfer to the Directorates, the extent to which their transfer puts a particular component above ceiling will be tolerated. (Echols interjected that the question had been raised in the past of the recruitment into the JOT Program of Negro candidates. He stated that thus far there had been 10 JOTs come into the Agency through the Program and that they now have applications from 3 new candidates.)

e. Assignment of JOTs to DDS Offices

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Col. White reported that he had asked [ ] to interview each of the JOTs in the present JOT Support Course. He went on to explain that he wanted each member of the class assigned to a definite job two weeks before the end of the course. He informed the Office Heads that some of them would have JOTs assigned to their offices and that he wanted them personally to see that these young officers were properly handled. He underscored this point by reminding them that he had only recently learned that not too good a job had been done in this respect with the JOTs' interim assignments in the DDS offices, i.e., that too many of them had been given make-work jobs and tasks. He reiterated that the Office Heads must see that these young officers are handled right.

f. Summer Employment

Col. White also discussed briefly summer employment. The number is to be limited to those absolutely needed and the Program must be well administered. He instructed Office Heads who have requirements for summer employees to report how many they want and for what specific jobs. He wants this report submitted under the signature of the Office Head to the Director of Personnel through the DDS. The Agency, he said, was going...

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to run a "hard-nosed program" in comparison with past programs. A notice will be coming out on summer employment in the next two weeks.

h. Supergrade Quotas

The Agency has also been told by the Bureau of the Budget that it will have to absorb from its existing quota of supergrades (392 established 2 1/2 years ago) DD/S&T's requirements for scientific supergrades. In effect this will have "to come out of the hides" of the DDP, DDS and DDI. Col. White requested Office Heads, therefore, to submit recommendations on anyone who was "particularly deserving" as he was certain the DDS would have to give up some of its existing quota.

i. NSA Establishing an Overseas Program

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[ ] at NSA has met with Col. White to learn from Agency experience in establishing his overseas program. It seems that NSA at present is embarking on an overseas program and is running into all sorts of problems that are new to them. Col. White requested Office Heads to cooperate with NSA representatives in sharing our experience with them. He reminded those present, however, to make certain the persons approaching them had necessary clearances.

j. Agency Accomplishments

Col. White had met with Gen. Carter and Kirkpatrick this morning and had decided to put together a paper on accomplishments of the Agency under Mr. McCone. The task of preparing the paper will be given to John Clark. Col. White does not want a formal memorandum from the Office Heads but each is requested to submit his suggestions in short written form. Limit the suggestions to things that Mr. McCone has been interested in and has played a part in, e. g., the Agency Retirement Act.

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2. The DDP Staff Meeting was chaired by [ ] About midway Mr. Helms together with [ ] came in. The following items were covered: 25X1A

a. Agency Retirement System

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[ ] touching briefly on the Retirement System, reported that we are now about ready to put it into effect. He stated that it would probably be June or July before the first members would be retired under it.

b. Summer Employment

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[ ] discussed very briefly the summer employment program. The hiring of summer employees would be confined to specific jobs for which there would be a requirement. Two years ago there were about 350 summer employees hired but reportedly the Agency needed only about 260. Gen. Carter was quoted by Tom to the effect he doesn't want any "ringers" in the Program.

c. Fiscal Policy Budget Committee (FPBC)

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This is a new committee that is chaired by Kirkpatrick and on which [ ] serves as a representative of the DDP. The Committee has been set up to deal with fiscal, policy and budgetary problems. Among its duties, Tom reported, it will advise the DCI on senior managerial problems. In this connection, Tom referred to the Executive Management Seminar recently conducted at [ ] The FPBC had also examined the problem of the average salary ceiling that had been imposed on the Agency. BPAM presented studies comparing the average salary ceiling in the Agency with that in some other government agencies. The studies showed that the Agency's average salary ceiling was "several thousand dollars" lower. Tom commented that it was evident that the Agency "had been taken." As a result, using the BPAM studies as base, a concerted effort is now being made to have the Agency's salary ceiling raised. Otherwise, it will become necessary to release some 100 to 200 employees at the GS 13 level. 25X1A

d. DDI Request for All Cables

The DDI had made a strong bid to receive all Agency cable traffic. In this connection he had requested the elimination of the suspense system and the break out of all cryptonyms into true name. The DDI's request,

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Tom reported, had not been approved. There will be no change of distribution of the cables by the Cable Secretariat. The time limit on suspense cables will be reduced from two hours to one hour. Cables given DCI distribution should also be delivered to the DDI in a hurry--if he is also going to get them. Tom emphasized the importance of doing this. He also stated the DDI was free to call a Division Chief to inquire concerning crypts. If an agent were involved, the identity is not to be revealed. But if an agent is not involved, break out of crypts as necessary to understand the meaning of the cable may be made. Tom requested Division and Staff Chiefs to make a concerted effort to see that intelligence information is not included in their operations cables. Failure to do this had given rise to the DDI request in the first place. This becomes a particularly sore point with the DDI when the DCI discusses cables with him that he has not seen because of the mixing of intelligence and operations in the same cable.

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e. DDI Team to [ ]

The DDI is taking a team to [ ] to discuss and review the Vietnam situation. At this point, Helms interjected a comment that Cline has the unenviable task of "explaining to the [ ] what the Americans are doing in Vietnam."

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f. WH Station Chiefs Conference

The WH Station Chiefs Conference will be held at [ ] 10 to 12 March. Division and Staff Chiefs having any business with any of the visiting Station Chiefs were requested to make arrangements to see them well in advance.

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g. Special Airplane

[ ] supplied information on an airplane which he described as being an adapted B-26 bomber. There will be one at Dulles for the next few days. It has a maximum range of 1800 miles, a low level flight speed of 280 plus knots, and the appearance of an executive transport. There are 22 scattered around the world so they will not necessarily be identified with the Agency. It does not have a bomb bay but it does have a hatch in the rear.

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1. Invisible Government

Helms referred to a broadcast by Tom Bradden on 3 February on a local California station on the Invisible Government. According to Helms, Bradden "kicked hell out of the book." Helms stated he thought it was too bad the broadcast had not been carried on a national hookup. He added that the Agency ought to get copies of the broadcast and see what use can be made of it.

SIGNED

  
Chief, Plans and Policy Staff

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